



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

PRINTING AND STATIONERY DEPARTMENT

NOTIFICATION

The 18th July, 2017

No. PSS.16/2005/615.- In pursuance of the provision contained under section 4(1)(b) of the Right to Information Act, 2005, the required information are published for general information.

INFORMATION MANUAL DEPARTMENT OF PRINTING & STATIONERY GOVT. OF ASSAM.

(Under Section 4(1)(b) of the Right to Information Act, 2005.)

The following information are about the Printing & Stationery Department provided as mandated under Section 4(1)(b) of the Right to Information Act, 2005.

(i) Particulars of the organization, functions and duties :-

Department is headed by the Hon'ble Chief Minister, Shri Sarbananda Sonowal.

At the official level, the Department is headed by Smti. L. S. Changsan, IAS, Principal Secretary. She is assisted by Smti. Madhurima Baruah Sen, ACS, Secretary, Smti. Juri Doley, ACS, Joint Secretary, and Shri Chandan Kumar Datta, Under Secretary. There is a Directorate in the name & style of Directorate of Printing & Stationery, Assam which is headed by Shri Abir Hazarika, ACS, as Director. He is assisted by Shri Hemanta Kumar Choudhury, Deputy Director, Shri Manjul Kumar Das, Asstt. Director & Shri Kushal Konwar, Asstt. Director.

The Assam Govt. Press at Bamunimaidam, Guwahati-21 is under the control of Directorate of Printing & Stationery, Assam. There is also a Branch Press at Jorhat also under the direct control of the Directorate of Printing & Stationery, Assam.

The Printing & Stationery Department is responsible for Printing & publication of Assam Gazette, different Govt. Booklets, Forms (both schedule & Non. Schedule), different publication relating to General Election of Assam Legislative Assembly & Parliamentary Election. The Department also approve the brands & rates with Firms to supply Fax, Duplicating, Photocopier, Franking Machine and EPABX System to the Government offices/ Departments in Assam.

Willing private printing presses in the State are registered under the Department and categorized as 'A', 'B' and 'C' depending upon their capability. Such Govt. approved printing presses are entrusted with Govt. printing works by the Govt. in Printing & Stationery Department, only when the Assam Govt. press under control of Director, Printing & Stationery, Assam, is preoccupied with other urgent and time bound printing works.

There is a schedule of rate for printing approved by the Govt. in Printing & Stationery Department on the basis of which the bills for printing submitted by the different Govt. approved private presses are checked and verified by the Director, Printing & Stationery, Assam before making payment by the concerned Indenting Department.

(ii) & (iii) Powers and duties of the officers & Employees, Channels of supervision and accountability:-

<u>Sl. No.</u>	<u>Name & Designation</u>	<u>Power and duties.</u>
1.	Smti. L. S. Changsan, IAS., Principal Secretary,	Over all charge of the Deptt.
2.	Smti. Madhurima Baruah Sen, ACS Secretary,	Looks after all subjects of the Department.
3.	Smti. Juri Doley, ACS, Joint Secretary,	Looks after all subjects of the Department.
4.	Shri Chandan Kumar Datta Under Secretary	Looks after all files relating to Medical Reimbursement, Establishment matters of Directorate of Printing & Stationery, Registration & Renewal of Private Printing Presses & matter relating to RTI, High Court cases and miscellaneous subjects.
5.	Smti. Jyoti Borah, Superintendent.	Supervises the works allotted to the Asstts of the Deptt.
6.	Smti. Mita Guha, Sr. A. Asstt.	Matters relating to printing and Supply of all Schedule/Non-Schedule form and sanction thereof; Release of fund through F.O.C; Budget; Matters relating to estimate committee / PAC / House Committee / Audit committee / Departmental Committee etc; Matters relating to Modernization of Assam Govt. Press; Matters relating to approval/ selection Firms with Brands & rates for purchase of machineries by Govt. Deptt / Office including purchase of machineries & EPABX; matter relating to budget grant ; Assembly/Parliament Question; Miscellaneous subjects.
7.	Sri Pranjal Pratim Bora Sr. A. Asstt.	All service matters relating to Gazetted and non-gazetted staff of Directorate of Printing and Stationery, Assam; Matters relating to RTI; Registration and renewal of Private Printing press; Publication of Notification/ Act / Rules etc. in the Assam Gazette; Governors speech/Independence day speech; Departmental establishment matter; Assembly/ Parliament Question; Miscellaneous subjects.
8.	Smti. Mitu Patiri Jr. A. A.	Publication of Notification, Acts, Rules in the Assam Gazette, RTI, Training, Assembly and Diarist Table.
9.	Sri Rathindra Suklabaidya, Sr. Grade Computer Operator.	Typing works.
10.	Sri Bhupen Talukdar,	Peon.
11.	Sri Satyajit Wari,	Peon.

(iv) & (v) Norms set for discharge of its function and the Rules regulations, instructions, manuals and records hold by it or under its control are used by the employees for discharging its functions:-

The Department has not brought out any rules, registrations or manuals and has not set any specific norms for discharge of its functions except the printing guidelines. It follows the norms and rules, regulations and manuals of Govt. of Assam in the discharge of its functions.

(vi) Categories of documents held by it or under its control:-

There is no such documents in the Department.

(vii) Particulars of any arrangement that exists for consultation with or representations by the members of the public in relation to the formulations of its policy or implementation thereof:-

No such arrangement exists in the Department.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:-

There are Selection Committee under this Department at whose advice Selection is made for promotion to higher posts and also a Purchase Committee whose advice is taken for fixation of price of the machineries etc.

(ix) Directory of its offices and employees :-

Sl.	Name & Disgnation	STD	Phone No. Fax.	Email Address.
1	Smti. L. S. Changsan, IAS Principal Secretary	0 361	94350-80055(M)	lschangsan@gmail.com
2	Smti. Madhurima Baruah San, ACS Secretary	0 361	94350-43901	msbaruah@rediffmail.in
3	Smt. Juri Doley, ACS, Joint Secretary	0 361	70353-45467(M)	juridoley3@gmail.com
4	Shri Chandan Kunar Datta, Under Secretary	0 361	98545-28388 (M)	
5	Smti. Jyoti Borah, Superintendent	0 361	94355-46526	
6	Mrs. Mita Guha, Sr. A.Asstt.	0 361	98540-87138	
7	Sri Pranjal Pratim Bora, Sr. A. Asstt.	0 361	9854311092(M)	pratimpran@gmail.com
8	Smti. Mitu Patiri, Jr. A. A	0 361	97069-00615	
9	Sri Rathindra Suklabaidya, Sr. Gr. Computer Operator,	0 361	9957536551 (M)	rsbghy@gmail.com
10	Sri Bhupen Talukdar, Peon,	0 361	9859981320(M)	
11	Sri Satyajit Wari, Peon.	0 361	99574848921(M)	

(x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :-

Monthly remuneration is received by each of its employees as per the pay scales shown against each of the officers/employees in the table below :-

Sl.	Name & Disgnation	Scale of pay.
1	Smti. L. S. Changsan, IAS Principal Secretary	1,00,000-2,00,000 Grade Pay-30,000/-
2	Smti. Madhurima Baruah San, ACS Secretary	PB-5 (65,000- 1,12,000) Grade Pay-18500/-
3	Smt. Juri Doley, ACS, Joint Secretary	PB-4 (30,000 - 1.10,000) Grade Pay-17,500/-

4	Shri Chandan Kunar Datta, Under Secretary	PB-4. (30,000- 1,10,000) Grade pay- 14,500/-
5	Smti. Jyoti Borah, Superintendent	PB-3. (22,000- 87,000) Grade pay- 11,500/-
6	Mrs. Mita Guha, Sr. A. Asstt.	PB-3. (22, 000- 87,000) Grade pay- 9,100/-
7	Sri Pranjal Pratim Bora, Sr. A. Asstt.	PB-3. (22, 000- 87,000) Grade pay- 9,100/-
8	Smti. Mitu Patiri, Jr. A. A	PB-2. (14,000- 49, 000) Grade pay- 8,700/-
9	Sri Rathindra Suklabaidya, Sr. Gr. Computer Operator,	PB-2. (14,000- 49, 000) Grade pay- 6, 200/-
10	Sri Bhupen Talukdar, Peon,	PB-1. (12, 000- 37, 500) Grade pay- 3,900/-
11	Sri Satyajit Wari, Peon.	PB-1. (12, 000- 37, 500) Grade pay- 3,900/-

(Xi) Manner of execution of subsidy programmes including the amounts allotted and the details of beneficiaries of such programmes :-

No subsidy programmes are implemented by the Department.

(Xii) Particulars of recipients of concerning permits & authorisation granted by it.

Nothing as such is granted by this Department.

(Xiii) Details in respect of the information available to or held by it reduced in an electronic form:-

E-gazette has been introduced from 2016-2017.

Assam Gazette is now available in the website of Directorate of Printing & Stationery, dpnsassam.gov.in.

(Xiv) Particulars of facilities available to citizens for obtaining information including the working hours of a Library or reading room, if maintained for public use:-

No such Library or reading room is maintained by the Department for public use.

(Xv) Name, Designation & own particulars of the public information officer :-

Name : Shri Chandan Kumar Datta, Under Secretary,
Public Information Officer of Printing & Stationery Department.
Assam Secretariat, Block-A, 2nd Floor, Dispur, Guwahati-6,
Ph. No. 98545-28388 (M)

L. S. CHANGSAN,

Principal Secretary to the Government of Assam,
Printing & Stationery Department.